



## CONDITIONAL USE PERMIT APPLICATION

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	<b><u>APPLICANT:</u></b>	<b><u>OWNER (IF DIFFERENT):</u></b>
Name (printed):	_____	_____
Mailing Address:	_____	_____
	_____	_____
	_____	_____
Telephone Number:	_____	_____
Email Address:	_____	_____

**ADDRESS OF PROPERTY INVOLVED:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY INVOLVED:** Include Lot, Block, Subdivision Name, Survey, Abstract, and Address. Attach a separate page for metes and bounds descriptions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CURRENT ZONING OF THE PROPERTY:** \_\_\_\_\_

**COUNTY CAD PARCEL ID NUMBER:** \_\_\_\_\_

**APPLICABLE CODE REFERENCE** establishing the need for a CUP: **§ 159.**\_\_\_\_\_

**REASON FOR REQUEST:** Include the type of conditional use requested, dimensions, materials, and variance to code. Attach a separate sheet if necessary and include supporting documentation in the Required Items Checklist. Refer to the Heath Code of Ordinances, § 159.43 Conditional Use Permits at <https://codelibrary.amlegal.com/codes/heathtx/latest/overview>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IS THIS A CONDITIONAL USE PERMIT RENEWAL APPLICATION?** If yes, what was the Ordinance number creating the CUP and the expiration date?

**Ordinance No.** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**REQUIRED ITEMS CHECKLIST:**

- ☐ **DIMENSIONED SITE PLAN** showing:
  - ☐ Property boundaries
  - ☐ Location and size of all structures
  - ☐ Distance between structures
  - ☐ Distance to the property line
  - ☐ Building setbacks
  - ☐ Other prominent features of the property
- ☐ Letter of approval from the neighborhood Homeowner Association
- ☐ Elevations (photos or renderings) for existing and proposed structures

**Notice of Public Hearing will be published in the Dallas Morning News, on the city website, and mailed to neighbors within 500' of the subject property describing the proposed action and requesting public input. A zoning change sign will also be placed in the property's front yard.**

**The CUP review and approval process takes approximately 60 days from the application deadline. The Planning and Zoning Commission and City Council will conduct public hearings and act on this application. A project representative must attend the Planning and Zoning Commission meeting and the City Council meeting to testify and answer questions from the Commission and Council.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**CITY OFFICE USE ONLY:**

Fees paid \$ \_\_\_\_\_ Check # \_\_\_\_\_ CC \_\_\_\_\_ Cash \_\_\_\_\_

P&Z Hearing Notice Published & Mailed (10 days prior): \_\_\_\_\_

P&Z Public Hearing: \_\_\_\_\_

City Council Notice Published (15 days prior): \_\_\_\_\_

City Council Public Hearing: \_\_\_\_\_